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EYES ONLY

OTHER MANAGEMENT IMPROVEMENTS

1. This Staff supports the Office of Security on all matters of Personnel, Finance, Logistics and Training. Methods and procedures utilized between the Office of Security and other DD/S components are generally established by Agency regulatory issuances and instructions; therefore, any modification of such procedures and reporting requirements rests with the appropriate DD/S office concerned.

II

a. Office of the Chief - The Personnel Branch has been carrying one (1) position overstrength based on prior D/OS approval in order to accommodate increased Career Board responsibilities (ICAP, etc.) as well as provide back-up secretarial help for the offices of the D/OS. By transferring responsibility for preparation of Career Board agendas and minutes from the secretary to the Chief of Personnel to the secretary to the Chief, A&TS; and, since back-up secretarial requirements for the Front Office have been minimal, the existing overage could be eliminated. Dividing this function is not considered desirable from an efficiency viewpoint and could create delays in reaction time in meeting Career Board requirements.

b. The Personnel Branch now prepares a complete profile on any OS Careerist nominated for a Security position on other T/O's both foreign and domestic. This is quite long and time consuming and is not done by other components in the Agency. If OS would merely transfer the Official Personnel file to these Agency components, considerable professional and clerical work could be eliminated.

c. The Budget and Fiscal Branch procedures are largely governed by the Office of Finance and the Office of Programming, Planning and Budgeting and cannot be streamlined. The internal procedures have been streamlined over the past year to where the Branch can operate effectively. A new delegation of Certifying Authority to the B&F Branch will greatly add to their duties, however; and no reductions in personnel could be achieved.

EYES ONLY

c. The Training Branch was recently reduced in professional strength from three (3) to two (2) and from all indications, training schedules have not been lessened. The Admin Career Service has, however, provided a Support representative without charge to OS ceiling to assist in overall Admin-Training functions. By assigning all Admin functions to the newly assigned officer, the Chief of Training should satisfactorily manage his activities without any difficulty.

d. The Logistics Branch policies and procedures are largely regulatory and have been streamlined over the years in regards to local procurement by the domestic field offices, etc. It would not be feasible to operate with less than two(2) Logistics Officers. In fact, the Clerk-Typist position which was eliminated on the T/O as of 30 June 1972 is still filled as an overage (based on D/OS approval) blocking another OS position. This position is required to accomplish a wide range of clerical responsibilities of the Logistics Branch. The feasibility of OS utilizing one (1) existing contract position which could be made available within legal limitation of grade in exchange for one (1) Staff clerical position for Logistics Branch should be considered.

2. In conclusion, we cannot place priorities on our four program in the Administration and Training Staff (Namely: Budget and Fiscal, Personnel, Logistics and Training). We must consider that they are all equally important in executing an efficient administrative program and they all dovetail into each other. They could not be performed as efficiently by transferring any functions to other units where they would operate independently.

EYES ONLY

PERSONNEL REDUCTIONS

1. As indicated in Attachment II, paragraphs 1a and b, if we should eliminate the procedure in nominating OS Careerists to other components and if typing of Career Board memoranda was transferred to the Office of the Chief, A&TS, we could if required delete the approved secretarial overage in the Personnel Branch; and, in addition, could eliminate one Personnel Officer position.
2. In addition, since there is an existing overage of one Staff position in Logistics Branch and since the position must be carried as an overage to cope with the current Logistics work load, it is suggested that one unfilled contract position be made available to another OS component in exchange for one Staff T/O position to offset the existing overage in Logistics.
3. In summary, if the above is approved, the A&TS manning requirements would then be consistent with authorized ceiling, excess positions previously approved would be eliminated, and one Staff position would be deleted from the overall OS Table of Organization.

III

EYES ONLY

Attachment IV

EYES ONLY

MONETARY SAVINGS

The only overall tangible savings which would be realized is in the elimination of one (1) Personnel Officer position (GS-12) mentioned in Attachment III, paragraph 3. This would approximate \$16,000 on an annual basis.

IV

EYES ONLY

Attachment V

EYES ONLY
OS GOALS/PRIORITIES
REPORT

GOAL	PRIORITY NO.	Is objective being performed as required by OS mission/functions			COORDINATION		REDUCTIONS/SAVINGS	
		Yes	Partially	No	Internal	External	Personnel	Funds
To conduct a complete personnel program for all OS Careerists including Career Service functions.	1a	Yes			OS Career Board	Office of Personnel DD/S, DD/P, DD/S&T, DDI Components	1	\$16,000
To conduct a complete budget & fiscal program for the Office of Security.	1b	Yes			All OS Components	DD/S O/PPB Office of Finance	None	None
To conduct a complete Logistics Program for the Office of Security.	1d	Yes			All OS Components	DD/S Office of Logistics	None	None
To conduct a complete Security training program within the Office of Security. To provide a Security Education Indoctrination and reindoctrination to the entire Agency. To coordinate all training to be taken outside the Office of Security by Security Careerists.	1e	Yes			All OS Personnel	CIA and other USIB members	None	None